



**Title: DISADVANTAGED AND SMALL BUSINESS ENTERPRISE  
POLICY FOR PROJECTS UTILIZING DEPARTMENT OF  
TRANSPORTATION FUNDING OR GRANTS**

**Number: LCC-80**

**Cancels: LCC-80 approved  
4/15/2008**

**Approved: 6/12/2012**

**I. OBJECTIVE**

- A. Lake County BCC will take affirmative steps to ensure Disadvantaged Business Enterprises (DBE) and Small Business concerns have the maximum opportunity to participate in procurement and contracting opportunities financed in whole or in part with funds in excess of \$250,000 derived from Federal or State of Florida Department of Transportation (DOT) sources.
- B. In connection with the performance of this program, Lake County BCC will use its best effort to ensure that DBEs and small businesses are afforded an opportunity to compete for DOT assisted contracts and all associated subcontract work let by, or are for, the benefit of Lake County BCC.
- C. General objectives of this policy are:
  - 1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts for Lake County public transit-related projects;
  - 2. To create a level playing field on which DBEs and small businesses can compete fairly and equally for DOT-assisted contracts;
  - 3. To ensure that Lake County BCC's DBE and small business programs are narrowly tailored in accordance with applicable law;
  - 4. To ensure only firms that fully meet the eligibility standards set forth in 49 CFR Section 26 are considered to be DBEs and/or small businesses within the context of this policy; and
  - 5. To ensure that there are no administrative barriers to the participation of DBEs and small business concerns in DOT-assisted contracts awarded in support of Lake County public transit-related projects.

## **II. DEFINITIONS AND REFERENCES**

- A. Title 49, U.S. Code of Federal Regulations (CFR), Section 26
- B. Lake County BCC Procurement Policy – LCC-18
- C. Lake County DBE Policy and Program Manual
- D. Lake County Purchasing Procedure Manual (LC-7)

## **III. DIRECTIVES**

- A. Lake County BCC will establish the position of a DBE Liaison Officer. The DBE Liaison Officer will administratively fall within the Procurement Services Division. The DBE Liaison Officer will be responsible for the following duties:
  - 1. Establish appropriate goals;
  - 2. Monitor and periodically report status of attainment of goals;
  - 3. Identify potential MBE sources for individual purchases;
  - 4. Develop contractual provisions directing and governing MBE subcontractor utilization;
  - 5. Identify additional processes for goal attainment if required;
  - 6. Establish and apply measures intended to promote and maximize the use of small business concerns as an element of the overall DBE Program, and
  - 7. Other duties specifically set forth in the Lake County DBE Manual.
- B. Pursuant to 49 CFR 26.45, Lake County BCC is required to establish an annual overall goal on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing Federal DOT financial assistance. The specific goal for the County will be developed on an annual basis using the procedures outlined in 49 CFR 26, and will be published in the Lake County DBE Policy and Program Manual. The annual overall goal shall be expressed as a percentage of the total amount of Federal DOT funds Lake County BCC anticipates expending in the fiscal year. The Lake County BCC's annual overall goal represents the relative quantity of certified DBEs that are available to participate in contracting opportunities and reflects the amount of DBE participation that Lake County BCC would expect absent the effects of discrimination. Lake County BCC intends to meet this goal to the maximum extent feasible through the race-neutral measures described below. Where race-neutral measures are inadequate to meet the annual overall goal, Lake County BCC may establish specific contract goals for particular projects with subcontracting opportunities.
- C. Lake County BCC intends to meet the established annual DBE goal by utilization of two primary race-neutral measures as follows:
  - 1. Lake County will ensure that all appropriate DBE firms will be included in the solicitation process when the Lake County BCC procurement office

issues a solicitation for goods, services, or construction that are funded in full or in part by Federal DOT grants that require such specific effort. Lake County will use the Unified Certification Program (UCP) DBE Directory published by the Florida Department of Transportation for this purpose. A list of certified UCP DBEs is maintained by the Department's Equal Opportunity Office at <http://www.bipincwebapps.com/biznetflorida/>.

2. Lake County will ensure that all solicitations and resultant contracts issued by the Lake County BCC procurement office for goods, services, or construction that are funded in full or in part by federal DOT grants will include subcontractor selection requirements that support the goal established above.
- D. That Lake County initiate and complete all appropriate measures to support full compliance with the spirit and intent of directives pertaining to the utilization of the small business concerns within the contracting programs funded by the Department of Transportation.

#### **IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



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Leslie Campione  
Chairman, Board of County Commissioners  
Lake County